



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
Department of Labor and Employment



MEMORANDUM:

**ALL OFFICERS & EMPLOYEES
This Agency**

To those interested employees who wish to apply for the attached vacant positions, you are requested to submit the following to the Human Resource Management and Development Division, not later than **18 January 2016**.

1. Letter of Application;
2. Personal Data Sheet;
3. Authenticated Copy of Certificate of Eligibility;
4. Employment and training certificates; and,
5. Special Order on committee work assignment/involvement, if any.


JOSEFINO I. TORRES
Deputy Administrator &
SPB Chairman

04 January 2016

Overseas Workers Welfare Administration

Bulletin of Vacant Positions As of 04 January 2016

Location : **Planning and Program Development Division**
Position : ***Overseas Workers Welfare Officer IV – 1***
Salary Grade : **SG 22**

Qualification Standards:

Education : Bachelor's Degree
Experience : Three (3) years of relevant experience
Training : Sixteen (16) hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility

Location : **Human Resource Management and
Development Division**
Position : ***Administrative Officer V – 1***
Salary Grade : **SG 18**

Qualification Standards:

Education : Bachelor's Degree
Experience : Two (2) years of relevant experience
Training : Eight (8) hours of relevant training
Eligibility : Career Service (Professional)
Second Level Eligibility